

Election Day Judges Training

Nov. 3, 2020, General Election



Improvements &
adjustments benefit
workers & voters



Judge Test

- Must pass with 80%
- Can use manuals and handouts
- Paid for 30 min. once you pass
- Have 24 hours to complete test

Today's Training

Today's Class: 4 hours

Election Day Judges

Pay – Normal rate (\$20/hr for PJs, \$17/hr for Ajs) for 4 hours

• The mission of the Harris County Clerk Elections Division is to conduct free and fair elections, uniformly execute elections according to statutes, and provide accurate and timely election results.

• We firmly believe it is our duty to treat every voter with respect and dignity. We create polling locations that provide a "safe haven" for voters so they may exercise their right to vote in a non-intimidating, supportive environment.

Elections
Division
Mission
Statement

• We believe in making all polling places fully accessible and seek community input to assure that accessibility.

• Most importantly, we believe that all voters have the right to cast their ballot independently and in secret. To meet this mission, we pledge our continuing efforts and resources.

Elections
Division
Mission
Statement

Your Role as a Judge

Presiding Judge
Responsible for everything that happens in the Early Voting location.

Presiding Judge

- Manages the voting location.
- Assigns roles to workers.
- Ensures that everyone is performing their duties and rotates tasks as needed.

Presiding Judge

Maintains awareness of everything that is happening in the voting center.

Contacts voting location to:

- Set setup time
- Acquire back-up contact information
- Ensure disruptions are rescheduled

Presiding Judge

Ensures that voting center is ready and open for voters by 7:00 am each morning

Presiding Judge

Have ready at all times:

- Charged county-issued cell phone
- Judges' line: 713-755-1617
- Tech line: 713-368-4001
- All contact numbers for location
- Contact numbers for all election workers
- Full physical address of your voting center

Alternate Judge
➤ Serves as a back-up to the Presiding Judge

Presiding & Alternate Judges

- Ensure that state and federal laws are being followed.
- Handle provisional ballots, RIDs, and Ballot By Mail issues.
- Ensure Polling Location is running smoothly
- Ensure that PPE is being used properly by election workers and voters

Presiding & Alternate Judges

Stay aware of everything happening in the voting center:

Is the line long?
Are all booths in use?
Communicate with voters in line

Presiding & Alternate Judges

HarrisVotes.com/WaitTimes

Check wait times and communicate with voters

NEVER tell voters that they must go to another location.

Provide them with the options.

Presiding & Alternate Judges

Is any improper activity taking place outside your voting center?

Presiding & Alternate Judges

May be relieved of duty for:

- Failure to secure voting equipment properly
- Failure to treat election workers and voters with respect
- Blatant overuse of PPE
- Repeated failure to comply with trained-on voting procedures
- Failure to allow updates of wait time tool

Presiding & Alternate Judges

Ensure that laws are being followed and that eligible voters are able to exercise their right to cast a confidential ballot

Set the standard for how voters and election workers are treated.

#1 Priority

Serving Voters and protecting their right to vote safely and conveniently



**KEEP
CALM
AND
BE KIND**

Customer Service

Any interaction with a voter leaves an impression.

MAKE IT A POSITIVE ONE!

Customer Service

Never assume the voter is violating the law on purpose.

The laws are meant to ensure that **all voters have a safe space to exercise their right to cast a confidential and independent vote.**

Other Election Workers

Early Voting Clerks

Other Election Worker

Qualifying Clerks

Bilingual Clerks

Greeters

Greeters are likely the first election worker that many voters will encounter.

- Monitor the parking lot to make sure no curbside voters are waiting.

Greeters

If the buzzer system stops working, immediately contact the Tech line at 713-368-4001.

An election worker must stay posted outside until the buzzer system is fixed or replaced.

Greeters

Offer a facemask to any voter who does not have a mask.

Encourage each voter to sanitize their hands at the sanitizing station.

Let voters know that they cannot utilize an electronic device inside the voting location

Greeters

Inform voters to have a photo ID ready

Carry the ID information card to show voters

All Election Workers

Are required to attend training prior to the election

Must work as a team.

All Election Workers

The experience of a voter includes every aspect of voting, from arrival to departure. ALL election workers share the responsibility of maintaining a safe and positive environment for themselves and ultimately, the voter

Other Workers Assigned

Electronics Support Specialist (High School Tech)
Deputy Clerk Specialist

Electronics Support Specialists

- Part of the voting center team.
- Will wear green badge that says "Election Technician"
- Record their time on both the ePollBook and paper timesheet

Electronics Support Specialists

Primary responsibility:

Update Wait Times

Help with assembling curbside buzzer and other technical tasks.

Deputy Clerk Specialists


Harris County Staff assigned to your location for all of Early Voting.

Trained in election law and procedures, ADA compliance, safety protocols related to the coronavirus, and voter service.

Can assist with difficult situations

Deputy Clerk Specialists


Your greatest resource in successfully conducting a safe and fair election.



COVID-19
Protecting Election Workers and Voters


Protecting Worker & Voters

- Providing and requiring face masks for all election workers.
- Providing face shields for workers.
- Providing sneeze guards for qualifying tables.
- Conducting temperature checks for workers.



Protecting Worker & Voters

- Providing hand sanitizer for both voters and workers.
- Offering face masks to voters.
- Providing sanitizer for ePollBooks and eSlates.



Protecting Worker & Voters

- Have you tested positive (or awaiting test results) for COVID-19?
- Have you had direct exposure to anyone who has tested positive for COVID-19 in the past 14 days?
- Do you currently have a fever greater than 100.4 degrees, cough, shortness of breath, trouble breathing, or any respiratory symptoms?
- Have you had any of the above symptoms within the last 14 days?
- Have you traveled outside the U.S. within the last 14 days?



Protecting Worker & Voters

If an election worker answers “yes” to any of these questions, they must be sent home immediately.

Judge calls Crystal Contreras at 713-755-1617

Protecting Worker & Voters

If you are experiencing symptoms prior to coming to work at the voting center, DO NOT COME IN.

Protecting Worker & Voters

All election worker will be provided with KN95 face masks.

Masks must be worn at all times in the voting center.

Wash hands often.



Protecting Worker & Voters

All election worker will be provided with a face shield

Gloves will not be provided

Practice social distancing



Questions

Setting Up the Voting Center

**Most Important:
Setting up all JBCs and
establishing social
distancing**

Prior to Election Day

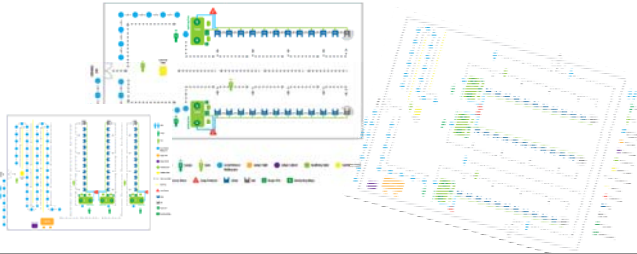
Presiding Judge:

- Contact voting center to confirm contact information and remind them to reschedule any pre-scheduled disruptions.
- Contact AJ and all clerks to:
 - Confirm they are registered with A-1 Personnel
 - Confirm that everyone has completed training.

Pre-Election Day Set-up

- Presiding Judge, Alternate Judge, and one clerk should participate in setting up the voting center.
- Judges and clerk will be paid the same hourly rate as during Early Voting.
- Set-up should take no more than two hours.

Location Arrangement and Floor Plan



Location Arrangement and Floor Plan

Set up **ALL** equipment

DO NOT UNSEAL THE BOOTHS

Each JBC connects to a "line" of eSlate booths.

As you set up, the DAUs should set up at the end of each line, furthest away from the JBC.

Location Arrangement and Floor Plan

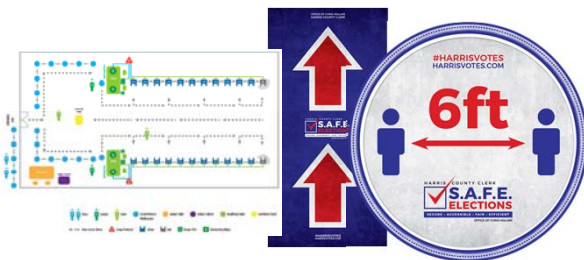
- Each location will have sanitizing station for voters delivered with your other equipment.

- For the next to the last booth (the one before the DAU), position it as far from the previous booth as space and the cord will allow.

Location Arrangement and Floor Plan

- If possible, eSlate booths should be positioned so that the cords can run between the back of the eSlates and the wall or other eSlates, keeping people from accidentally tripping over or dislodging the cords.
- Because we anticipate an increase in curbside voting, the DAUs—or Disabled Access Units—will be set up differently for this election. We will discuss curbside voting and the setup of the DAUs later in the class.

Social Distancing Markers



Using Checklists on ePollBook

Checklists are designed as tools to help you complete all required tasks before, during, and after the voting period.

Using Checklists on ePollBook

All Checklists:
 Mandatory
 Completed through ePollBook

No more paper checklists

Using Checklists on ePollBook

- For each checklist:
 - Choose "Help Documents & Videos."
 - In the window that opens, you'll see a morning or evening checklist. All aspects, including PPE, equipment, and other tasks are combined into one opening and one closing checklist.
 - Choose the appropriate list.
 - Complete the questions, and click "Submit."

Qualifying Tables

Placed where traffic flow allows voters to easily move from check-in to an eSlate.

- Pens
- SOR forms
- I Voted Stickers
- Provisional Flow Chart, List A&B
- Enlarged Affidavits sheet
- Acceptable forms of ID
- Finger covers, Individually wrapped alcohol wipes

Judges' Table

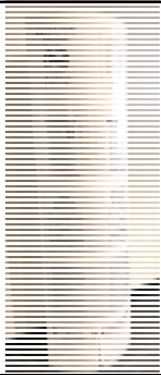
Place out of the way, but where the judges can observe what is happening throughout the voting center.

- Judge's Packet
- Return White Envelopes 1 – 5 with colored labels
- Provisional Affidavits
- Supplies

Pop-up Totem

The totem includes the following notices:

- Voter's Rights
- Notice to Voters with Disabilities
- Voter's Complaint Information
- Notice of Prohibited Devices
- Notice of Voting Order Priority
- ID Required for Texas Voters



Post Additional Items

- Sample Ballot (may be wall sized!)
- eSlate Instruction (post 1 English/Spanish and 1 Vietnamese/Chinese)
- Write-In Candidates List
- Notice to Voters with Disabilities (8 1/2" x 14")

NOTICE TO VOTERS WITH DISABILITIES
 (AVISO A LOS VOTANTES CON DISCAPACIDADES)
 (THÔNG BÁO TỚI CÁC CỬ TRI KHUYẾT TẬT) (殘障選民須知)

The Americans with Disabilities Act ("ADA") requires that Harris County's voting program be accessible to individuals with disabilities. Harris County Clerk's Office has a grievance procedure providing the prompt and equitable resolution of complaints alleging actions prohibited by the ADA. If you or a person with a disability has encountered obstacles to voting or has been discriminated against in violation of the ADA, you can file a complaint using the [Disability Complaint Form](#). If you need assistance with filling out the form, Harris County personnel (including election judges, poll workers, employees) or the ADA Coordinator will assist you.

Post Additional Items

- *If the main entrance or any other entrances are inaccessible to voters with disabilities, signs must be posted at each inaccessible entrance directing voters to the accessible entrance.*
- Post distance markers 100 feet from entrance. Electioneering is prohibited within this distance.

Opening Election Day Location

Opening Voting Center

**Most Important:
Be open and ready to process
voters by 7:00 am**

Daily COVID Screening of Workers

Have you tested positive (or awaiting test results) for COVID-19?
Have you had direct exposure to anyone that has tested positive for COVID-19 in the past 14 days?
Do you currently have a fever greater than 100.4 degrees Fahrenheit, a cough, shortness of breath, trouble breathing, or any respiratory symptoms?
Have you have any of the above symptoms within the last 14 days?
Have you traveled outside the United States within the last 14 days?

Daily COVID Screening of Workers

If an election worker answers "yes" to any of these questions, they must be sent home immediately.
Judge calls Crystal Contreras at 713-755-1617

Election Day Set-up

Polls open at 7:00 am so arrive **by 6:00 am.**
Prioritizing is KEY.
If not related to opening, it can wait until after location is open and ready to accept voters.

Election Day Set-up

- If you can't get into the building or the room, or have electrical problems, etc.,

CALL JUDGE LINE IMMEDIATELY

713-755-1617

Election Day Set-up

- Polls open at 7:00 am so arrive **by 6:00 am.**
- Immediately start setting up the poll
 - Cut the seals on the eSlates.
 - Cut the seals and take the JBCs out of the boxes.
 - Make sure the iPads are set up and charging.
 - Give oath to election workers

Election Day Set-up

- Powering the JBCs
 - Connect the AC Power Cord. Turn on the surge protector.
 - Make sure the JBC display and eSlates all light up. Once the displays are lit up, connect the JBC battery key.

Assigning Booths

Using two workers:

- 1 worker to follow eSlate instructions.
- 1 worker to watch the JBC booth lights.

Assigning Booths

eSlate worker:

- Go to booth closest to the JBC.
- Press the ENTER button.
- A yellow box will appear behind the booth number.
- Check with JBC worker that the light under #1 is RED.
- Go to the next booth.
- Press the ENTER button.
- Yellow box appears.
- Check with JBC worker light #2 is RED.

Assigning Booths

JBC worker:

- The 1st light on the JBC will turn RED.
- Tell the eSlate worker to proceed.
- The 2nd light will turn RED.
- Continue monitoring the booth lights until all the booths in the line have been assigned.
- Press the arrow next to Done.
- Press the arrow next to Next.
- The JBC prints a "Network Configuration" report.
- Leave the report on the JBC

Assigning Booths

Enter the six-character POLLS OPEN Password
(Appears as asterisks.)

Press the arrow next to Accept.

Election Day Opening Activities

- By 6:45 a.m., complete the following items and send a message through the iPad:
 - The judges are inside the polling location
 - The ePollbooks are online and charging
 - All JBCs are set up, on, and operational
 - All eSlates are open and ready to accept voters

Election Day Opening

- Send a message through the iPad



Election Day Opening

Call the Judges line at

713-755-1617

by 7:00 am to let the Elections office
know you are up and running.

Questions

Processing Voters

ACCURACY!

✓ Double check EVERYTHING!

Ballot Style

Ballot Style refers to what a voter can vote on based on where they are registered.

Ballot Style

It is imperative that every voter receives the correct ballot style.

Ballot Style

- A barcode containing their ballot style is produced. Below the barcode is the number code for the Precinct and Ballot Style.
- It is the policy of the County Clerk's office that except for provisional voters, you must scan the barcode with the JBC scanner.

Seven Acceptable Forms of Identification

Acceptable Forms of Identification

List A

1. Texas Driver License issued by the Department of Public Safety
2. Texas Election Identification Certificate issued by DPS
3. Texas Personal Identification Card issued by DPS
4. Texas Handgun License issued by DPS
5. U.S. Military Identification Card containing the person's photograph
6. U.S. Citizenship Certificate containing the person's photograph
7. U.S. Passport (book or card).

Please Note:

Do not specifically ask for a Texas driver's license of Texas ID. While these are the only two types of ID that can scanned on the ePollBook, they are not the only IDs accepted to vote.

Acceptable Forms of Identification

If a voter has one of the IDs from list A, proceed to process the voter.

Acceptable Forms of Identification

List B

- A government document that shows the voter's name and an address, including the voter's voter registration certificate
- Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) A certified domestic (from a US state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

Acceptable Forms of Identification

None of the items from List A or List B can be on online or digital version.

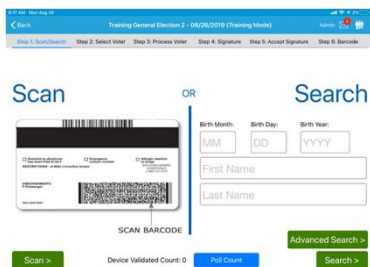
A voter cannot use their phone in the voting center, including to display any form of ID

Steps for Processing Voter

Voter provides an ID from List A.

- ✓STEP 1: Scan the TDL or TID card or Search manually
- ✓STEP 2: Select Voter from the list
- ✓STEP 3: Process Voter by answering the questions
- ✓STEP 4: Voter provides Signature
- ✓STEP 5: Select Accept Signature button
- ✓STEP 6: Scan the Barcode using the JBC scanner

STEP 1: Scan/Search



STEP 1: Scan/Search

- The voter provides an ID from List A.
- If it's a TDL or Texas Identification Card, place on the ID rest.
- Photo facing AWAY from you.



PLEASE NOTE

The CDC definition of contact that could lead to exposure of COVID is: over 15 minutes, without mask, at less than 6 feet. If a voter is reluctant to remove their mask, please tell them this statement.

STEP 1: Scan/Search

Manual Search



Transgender Voters

- A transgender person’s gender identity is different than the gender that was recorded on their birth certificate.

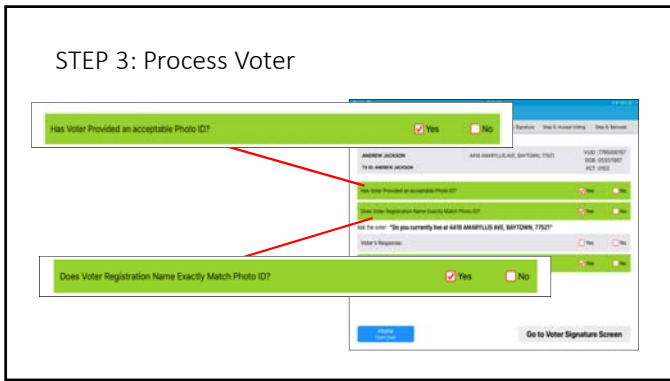
Transgender Voters

As long as name on the list of registered voters is similar to the name on one of the acceptable forms of ID, the voter has the right to vote.

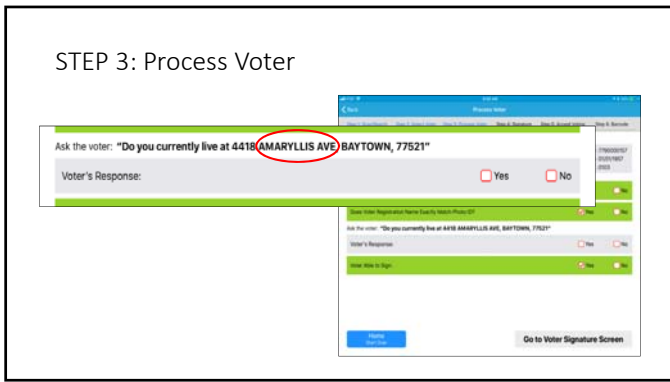
STEP 2: Select Voter



STEP 3: Process Voter



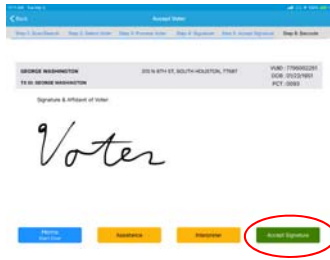
STEP 3: Process Voter



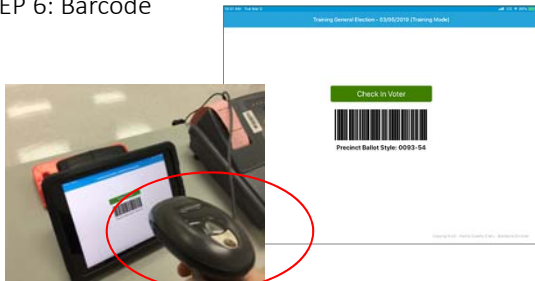
STEP 4: Signature



STEP 5: Accept Signature



STEP 6: Barcode



Scanning

- Once the barcode is scanned, the JBC will beep and produce the access code ticket.
- Tear off the access code ticket and double check that the Precinct and Ballot Style code on the ticket matches the ePollbook.

Scanning Tips

- Don't choose the Home button to start the process for the next voter until you have double checked this Ballot Style.



Scanning Tips

- Hold your hand steady about 5-6" from the screen at a slight downward angle and hold the trigger.
- You don't need to use oversized movements.
- A tad bit of patience will pay off.



Scanning Tips

- In the rare case that the scanner doesn't seem to be working, first test it on your hand.
- Can you see the red light?
- If there is no red light, check the power.



Provisional Ballot

Provisional Ballots

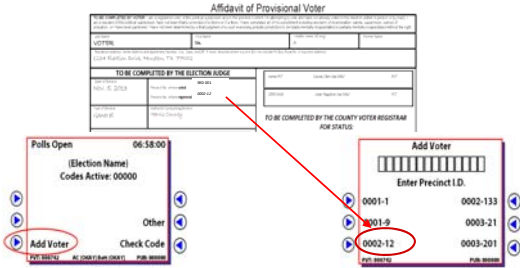
- If you cannot find a registered voter on the ePollbook, the voter will have to vote a provisional ballot.
- To process a provisional ballot, the judge will use a manual process on the JBC.

Provisional Ballots

Call Judges Line
713-755-1617

for registration status and to get the Precinct
Number and Ballot Style code

Provisional Ballots



Provisional - NEW

- Harris County is now collecting phone numbers from Provisional Voters in case follow up is needed. Please direct the voter that in the Mail Address field to include their phone number.

Provisional Ballots



Provisional Ballots

Add Voter

Enter Precinct I.D.

0001-1	0002-133
0001-9	0003-21
0002-12	0003-201

PVT: 000742 PUB: 000000

Provisional Ballots

- Select "Provisional"
- Select "Yes"
- Select "Print"

Print Access Code
Code [4412]
Precinct [0002-12]

Print Cancel

Provisional

Provisional Ballots

Clave de Acceso
1130

NAME OF ELECTION
General Election

DATE: 03-14-2019
TIME: 07:21:58
PLACE: EV
PCT: 0001-1
BALLOT CODE: 025418

BALLOT CODE: 025418

PRINTED NAME OF VOTER:
Benjamin Franklin

SIGNATURE

BALLOT CODE: 205418

- Write the Ballot Code number from the Ballot Stub on the Affidavit of Provisional Voter
- Have voter print and sign name
- Tear off the top portion that includes the access code
- Place the signed Provisional Ballot Stub in the Affidavit envelope & seal

Recording Provisionals on ePollBook

- Only after a voter has cast a provisional ballot, record Voted for Provisional Affidavit on the ePollBook.
- From the Scan/Search screen, tap Admin in the upper right corner. Enter Judge's password and tap Login.
- Select "RECORD VOTED PROVISIONAL AFFIDAVIT" button.
- Select yellow Record Provisional Affidavit button.
- When asked if the Provisional Affidavit has been filled out, select "Yes."
- Enter Voter Name, Ballot Code, Ballot Precinct, and phone.
- Check reason for provisional ballot. Number 8 will require a written explanation.
- Tap "Record" button to submit the provisional electronically. Tap "OK."

Questions


Reasonable Impediment Declaration

STEP 1: SCAN/SEARCH

- Acceptable Forms of Identification
- List A
1. Texas Driver License issued by the Department of Public Safety
 2. Texas Election Identification Certificate issued by DPS
 3. Texas Personal Identification Card issued by DPS
 4. Texas Handgun License issued by DPS
 5. U.S. Military Identification Card containing the person's photograph
 6. U.S. Citizenship Certificate containing the person's photograph
 7. U.S. Passport (book or card).

RID

- Lack of Transportation
- Disability or Illness
- Work Schedule
- Lost or Stolen ID
- Family Responsibilities
- Accepted form of ID applied for but not received
- Lack of birth certificate or other documents needed to apply for accepted forms of ID



Acceptable Forms of Identification

List B

- A government document that shows the voter's name and address
- Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) A certified domestic (from a US state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity

RID



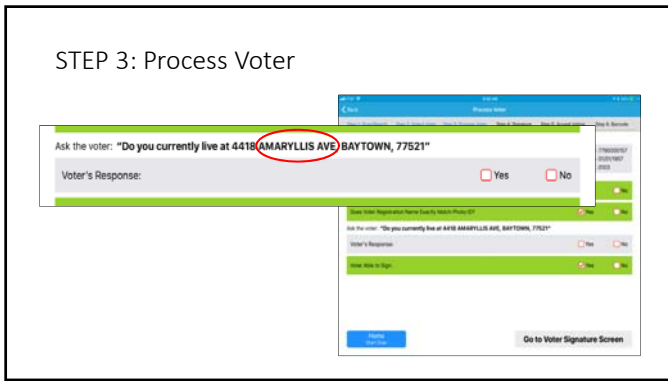
STEP 2: SELECT VOTER

STEP 3:
PROCESS VOTER

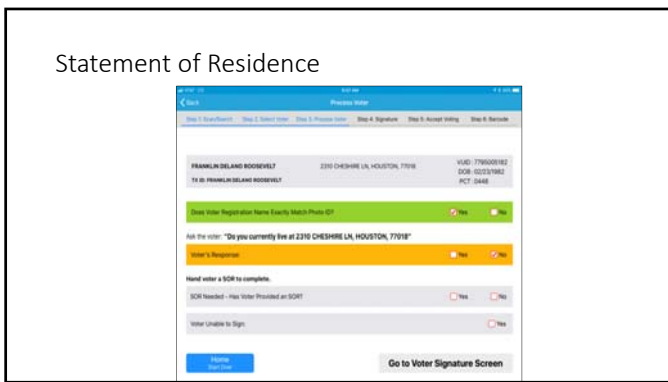
STEP 4: SIGNATURE
STEP 5: ACCEPT SIGNATURE
STEP 6: BARCODE

Statement of
Residence

STEP 3: Process Voter



Statement of Residence



Cancelling a Ballot by Mail

If a voter applied to vote by mail and a ballot was sent to them:

For the voter to be able to vote on Election Day:

- The voter must surrender their mail ballot
- Ballot must be canceled in ePollBook

Cancelling a Ballot by Mail

STEP 1: Scan the TDL or TID card or **Search** manually

If the "Select" button next to the matching name is red and states "Mail Ballot Requested" or "Mail Ballot Sent to the Voter," send the voter to the judge.


Cancelling a Ballot by Mail

- **STEP 2: Select Voter** from the list
- Choose the red "Select" button for the correct voter. A window will open giving you a choice to "Voter Surrenders Mail Ballot" or "Record Provisional Affidavit"
- If the voter does NOT have their ballot, they can ONLY vote a provisional ballot.
- If the voter has their ballot—voted or un-voted—the judge will choose "Voter Surrenders Mail Ballot."
- A confirmation box will open asking if you are sure you want to cancel the voter's mail ballot. Select "Yes." The voter can now vote in person.

Canceling BBM

- Fill out the Request to Cancel Application for Ballot By Mail

PROCEDURE TO CANCEL A BALLOT BY MAIL ON ePOLLBOOK
Look up the voter on the ePollbook. Only if the voter has a disposition of Mail Ballot Requested, Mail Ballot Sent to the Voter, or Mail Ballot Received, it may be cancelled using this process.



Have the voter fill out the "REQUEST TO CANCEL BALLOT BY MAIL" form and follow the instructions to select the option that applies to the voter, and fill out that section.

- This section **MUST** be completed by every voter with the status: Requested Application, Voted From a Provisional Affidavit, Requested and when it has been received from the voter.
- If the voter **DOES NOT** surrender a Mail Ballot, they must complete this section.
- If the voter **DOES NOT** surrender a Mail Ballot, they must complete this section.
- If the voter **DOES** surrender a Mail Ballot, they must complete this section.
- If the voter wants to **REVOKE** their Request Application for a Ballot by Mail (ABBM) or Requested that Card Application (RCA), they must complete this section.
- This section must be filled out and signed by the judge.

Cancelling a Ballot by Mail

- **STEP 3:** Judge will **Process Voter**.
Continue answering the questions as normal.
- **STEP 4:** Voter provides **Signature**
- **STEP 5:** Select **Accept Signature** button
- **STEP 6:** Scan the **Barcode** using the JBC scanner

Cancelling a Ballot by Mail

*If below the red "**Select**" button next to the correct voter's name is the statement "Mail Ballot Received From Voter" the voter's only option is to vote provisionally.*

Closing on Election Day

Closing on Election Day

- Follow the "Close Polls Checklist"
- Once everyone who was in line at 7:00 has voted, press CLOSE POLLS on JBC. Press CONTINUE to enter the Close Polls PASSWORD (found on the Green Label on the Judge's Packet)
- Print four ACCESS CODE REPORTS.
 - 1 – Set aside for ePollBook
 - 2 – Place in Judges Pink envelope
 - 3 – Give to AJ
 - 4 – LEAVE ON JBC
- Complete the JBC Reconciliation Log using the ACCESS CODES REPORT.

Closing on Election Day

- Place each JBC in the box with the matching serial number. Complete the JBC Travel Box Seal Log.

Closing on Election Day

- Close the polls on **all** ePollBooks.

Closing on Election Day

- Use one of the ePollbooks to record your end of day totals and take a picture of the Access Code Report. From the main menu, select the "JUDGE ADMIN" button and input the password
- Select the "JBC AND POLLBOOK – END OF DAY TOTALS"

Closing on Election Day

- Complete the End of Day Totals report & sign.

Closing on Election Day

- Take a photo of the Close Report

Closing on Election Day

- Once the Close Polls procedures are completed, Judge MUST return the Supply Box, JBC boxes, ePoll-Book case, signage and paperwork to NRG.

Closing on Election Day

- All completed forms, oaths, etc. must be placed in correct envelope and kept outside of supply box to turn in at drop-off.

Questions

*Thank you for your service to
the voters of
Harris County!*
